

Central Clinton CSD

EA (DeWitt)

7/1/2006

6/30/2007

MASTER CONTRACT

BETWEEN

**THE CENTRAL DEWITT EDUCATION
ASSOCIATION**

and

**THE CENTRAL COMMUNITY BOARD OF
DIRECTORS**

**for the School Year
2006-07**



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Article 1: RECOGNITION

1. The Board of Directors of the Central Community School District hereinafter referred to as the Board, recognizes the Central DeWitt Education Association, hereinafter referred to as the Association, as the sole and exclusive negotiating agent for all full time and regular part-time professional employees including all classroom teachers, counselors, librarians, and those teachers who have the title of Department Head.
2. The categories of positions which shall specifically be excluded from the provisions of this agreement are: Superintendent, Principals, Athletic Director, Assistant Principals, Director of Business Affairs, Technology Director, and the non-professional employees such as aides, associates, bus drivers, custodians, secretaries, supervisory personnel having the authority to hire, transfer, assign, promote, discharge, discipline, evaluate, or adjust grievances of other employees or having the responsibility to make recommendations thereon.

Article 2: ASSOCIATION RIGHTS

1. The Association shall have the right to hold meetings on school district property after regular school hours, provided that such meetings in no way interfere with any aspect of the instructional or activity program. Any out-of-pocket expenses to the District resulting from such meetings will be borne by the Association, as appropriate, and within the provisions of school district policy. Such meetings will be scheduled with the building principal where they shall be held and subject to his/her approval.
2. The Association shall be provided with bulletin board space in each school, and shall have the right to use faculty mail boxes. The Association shall have access to school communication equipment provided that such access does not interfere with any aspect of the instructional program and access is gained through the approval of the appropriate building principal. Any expense to the district resulting from the use of communication equipment will be borne by the Association.

Article 3: EMPLOYER RIGHTS

The Board of Directors of the Central Community School District shall have, in addition to all powers, duties, and rights established by constitutional provision, statute, ordinance, charter, or special act, the exclusive power, duty, and the right to:

1. Direct the work of its public employees.
2. Hire, promote, demote, transfer, assign, and retain public employees in positions within the Central Community School District.
3. Suspend or discharge public employees for proper cause.
4. Maintain the efficiency of governmental operations.
5. Relieve public employees from duties because of lack of work or for other legitimate reasons.
6. Determine and implement methods, means, assignments and personnel by which the Central Community School District's operations are to be conducted.
7. Take such actions as may be necessary to carry out the mission of the Central Community School District.
8. Initiate, prepare, certify, and administer its budget.
9. Exercise all powers and duties granted to the Board of Directors of the Central Community School District by law.

Article 4: DUES DEDUCTION

1. The annual dues of any CDEA member may be checked off (deducted) only upon the Association member's written request, which shall be made on a form authorized by the Board of Education and made available to the membership annually. The deduction authorization shall provide for twelve (12) equal deductions of the annual dues beginning with the September paycheck annually, or a pro-rated number and amount of deductions if begun at a later month. The payroll deduction authorization form must be in the hands of the district payroll officer no later than ten (10) days prior to the payroll date the first deduction authorizes. A dues deduction authorization may be revoked by providing said revocation in writing to the district payroll officer thirty (30) days in advance of the affected payroll date.
2. The district payroll officer shall transmit the total monthly dues, including a list of the employees for whom deductions are made, within ten (10) days following each regular pay period.
3. The Association agrees to indemnify and hold harmless the Board, each individual Board member, and all administrators against any and all claims, costs, suits or other forms of liability and court costs arising out of the application of the provisions in the agreement between the parties for dues deductions.

Article 5: OTHER PAYROLL DEDUCTION

Premiums for payment of annuities, insurance, ISEA Credit Union, US Savings Bonds, Hart Center, Education Foundation, and Gateway United Fund may be deducted from employee salaries provided that a written authorization is filed in the Central Office. Applications will be processed twice each school year; during the first month of each semester.

The Association agrees to indemnify and hold harmless the Board, each individual Board member, and all administrators against any and all claims, costs, suits or other forms of liability and court costs arising out of the application of this Article.

Article 6: SAFETY PROVISIONS

The employer shall endeavor to provide and maintain a safe place of employment. All employees shall endeavor in the course of performing the professional duties associated with their employment to be alert to unsafe practices, equipment, or conditions, and to report any such unsafe practices, equipment, or conditions to their immediate supervisor.

Article 7: EVALUATION

TIER 1 - BEGINNING TEACHER EVALUATION

All beginning teachers will participate in Tier 1 for two (2) or three (3) years. Newly hired career teachers will participate in Tier 1 for one (1) year.

- 1) Initial Meeting - Prior to October 1, each building administrator will meet with all beginning teachers to review and explain the Beginning Teacher Plan expectations and evaluation timelines. At this time, the Administrator will provide staff with copies of all evaluation guidelines and forms.
- 2) Year One and Two/Three
 - a. Formal Observations - three formal observations will be conducted for each teacher in year one and two. Two formal observations must be conducted prior to

February 1. The third observation must be held prior to March 30. additional formal observations may be conducted at the discretion of the evaluator. All formal observations will have a pre-observation and post-observation conference.

b. One of the formal observations will be of an extended duration, which will include an extended observation on one day or several observations over 2 or 3 days.

c. Informal observations may also be used at the discretion of the evaluator. These may include unannounced classroom observations or walkthroughs and behaviors that reflect professionalism in the school setting.

d. A cumulative professional portfolio will be created and maintained by all beginning teachers in year one and two. The evaluator and the beginning teacher will review and discuss the portfolio at a scheduled Summative Evaluation Conference before April 30 in both year 1 and 2.

3) Comprehensive Evaluation - A comprehensive evaluation will be held with second year teachers on or before April 30. A written evaluation must include the evaluator's licensure recommendation for the teacher or a recommendation for continued participation in the district's mentoring and induction program.

TIER 2 - EVALUATION FOR CAREER TEACHERS

All newly hired career teachers, who are operating under a standard license, will participate in Tier 2 for one year.

1) a. Notification Procedures - Prior to conducting any evaluation of performance and by October 1, the evaluator shall acquaint each employee with the evaluation procedures, including the procedures for the development and evaluation of individual teacher/group career development plans, and the form(s) to be used, and advise each employee as to who will observe and evaluate his/her performance. No formal evaluation shall take place until such an orientation has been completed.

b. An employee reassigned or hired after the beginning of the school term shall be notified by the appropriate supervisor of the evaluation procedures in effect. No formal evaluation shall take place until such an orientation has been completed. If an employee is not assigned to a building, the evaluator shall be responsible for notification and evaluation of the employee.

c. The above procedures will apply to Career Development Plans and Performance Reviews.

2) Formal Observations - All other Career Teachers

a. A minimum of one formal observation will be conducted during the school year of a teacher's performance review (every three years). The evaluator, at a time reasonably close to the formal observation, shall notify the teacher of dates for pre-conferences, observations and post-conference meetings. The evaluator will attempt to have the pre-conference prior to the observation and the post conference no later

than five working days following the observation. Additional formal observations may be conducted at the discretion of the evaluator. All formal observations will have a pre-observation and post-observation conference.

b. As part of the post-conference, the teacher and evaluator shall discuss the Tier 2 Observation Reflection Form (Form b). Following discussion the teacher and evaluator shall sign and date the Tier 2 Observation Reflection Form (Form b).

c. Informal Observations - Informal observations may also be used at the discretion of the administrator. These may include unannounced classroom observations or walkthroughs.

4) Career Performance Review

a. By April 30, during the year of the Performance Review, if the evaluator determines that the teacher has not met all eight standards, then the evaluator shall inform the teacher which standards have not been met.

b. The evaluator shall complete the Career Performance Review and arrange a date with the teacher to discuss the review by April 30. A copy of the Career Performance Review will be placed in the individual's personnel file.

Nothing in this article is to be construed as preventing relevant evaluation of teachers by other procedures as deemed appropriate by the administration of the school district.

Article 8: VOLUNTARY TRANSFERS

Employees who desire a transfer to another building may file a written request with the Superintendent of Schools on such forms as may be provided by the employer. The application shall be reviewed by the Building Principal(s) involved and the Superintendent or his designee, who shall make the decision, and will be submitted to the Board of Directors for their information and consideration.

The employer will announce, by notification on the faculty bulletin boards, the known existing full time openings for certified employees as they occur. The openings shall be listed by subject area or grade level and location. The employee will have no longer than eight (8) days within which to respond to posted openings with a written request for a voluntary transfer.

During the summer months, known existing full time openings for certified employees that will be available for the following school year will be maintained in the office of the Superintendent, and a list of such openings will be provided to the employee upon their request.

If more than one employees applied for the same position under the above conditions, and if the administration desires to fill the position with an in-system transfer, then the determination of the successful candidate shall be made by using the following criteria in the order listed:

1. Academic preparation, employee's skills, ability, and demonstrated subject matter competency.
2. Years of service to the Central Community School District.
3. Total years of teaching experience.

If requested by the employee, reasons will be given.

Article 9: INVOLUNTARY TRANSFERS

1. Definition: A transfer shall be an assignment of an employee to a different building. The assignment of an employee within a building to a different grade level, subject area or job classification will not be considered a transfer.
2. Involuntary transfers, between buildings, shall not be made for arbitrary and capricious reasons, nor on the basis of so-called "building level seniority".
3. The principal of the building in which the employee works shall notify the employee in writing of the pending transfer and the reasons as soon as possible. The District will post any vacancies after an involuntary transfer and assignments have been made within the building.
4. Meeting: An involuntary transfer or reassignment shall be made only after a meeting between the employee involved, the Association representative, and the Superintendent, at which time the employee shall be given written reason(s) therefore.
5. A teacher having received notice of involuntary transfer or currently serving in a position to which an involuntary transfer occurred, may at anytime apply for available staff positions for which they are certified by using the voluntary transfer procedure (identified in Article 9).

Article 10: STAFF REDUCTION

Layoffs - In the event the employer determines that employees should be laid off, the following procedures will be followed:

- a. Employees with less than three full years of service in the Central Community School District may be laid off at the discretion of the employer.
- b. For employees with more than three years service, layoffs will occur from the following categories:

(1) Pre-K-5

- a. Classroom Teachers
- b. Remedial Reading Teachers
- c. Title I Teachers

(2) Pre-K-12 special subject areas

- a. Art
- b. Vocal Music
- c. Instrumental Music
- d. Physical Education
- e. Special Education/SLD,
SCI
- f. Librarian
- g. Guidance
- h. TAG
- i. At Risk

(3) 6-8 by subject category

(4) 9-12 by subject category

- c. Layoffs will be made within the above categories on the basis of length of service within the school district. If years or months of service are exactly the same, the time of signing the first contract will be the determining factor.
- d. Employees shall retain seniority in their previous classifications. The District shall provide to the Association an employee seniority list by February 1 of each school year.
- e. Recall - Laid off employees shall advise the Superintendent of their

addresses. If vacancies occur in the categories set forth above and employees have been laid off within these categories, the employer shall recall employees within the categories set forth above in the inverse order of layoff. If three (3) years have elapsed since their layoff, they shall have no recall rights. If any employee fails to notify the Superintendent or the Superintendent's designee of a change of address or fails within five (5) days of receipt of notice of recall to advise the Superintendent or the Superintendent's designee of the employee's desire and availability to return to work, any recall rights shall terminate.

Article 11: GRIEVANCE

Section 1. A grievance is defined as an alleged violation of a specific article or section of this agreement.

Section 2. (a) Every teacher covered by this agreement, as well as the Association, shall have the right to present grievances in accordance with these procedures.
(b) The failure of a teacher, or the Association, to act on any grievance within the prescribed time limits, will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
(c) It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher or the Association shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving teacher or of the teaching staff.

Section 3. (a) **First Step:**
An attempt shall be made to resolve any grievance in informal, verbal discussion between the complainant and the building administrator within five (5) school days of the occurrence of the grievance.
(b) **Second Step:**
If the grievance cannot be resolved informally, the aggrieved shall file the grievance in writing, and at a mutually agreeable time discuss the matter with the building administrator. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the agreement which are alleged to have been violated, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within ten (10) days from the date of the occurrence of the event giving rise to the grievance.

The building administrator shall make a decision on the grievance and communicate it in writing to the teacher, the Association and the Superintendent within five (5) school days after the receipt of the written grievance.

(c) **Third Step:**
In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved shall file, within five (5) school days of the building administrator's written decision at the second step, a copy of the grievance with the Superintendent or his designee. Within ten (10) school days after such written grievance is filed, the aggrieved and the Superintendent or his

designee, who shall not be the building administrator named as respondent to the original complaint, shall meet to resolve the grievance. The Superintendent or his designee shall file an answer within ten (10) school days of the third step grievance meeting and shall communicate it in writing to the aggrieved, the Association, and the building administrator.

(d) Fourth Step:

If the grievance is not resolved satisfactorily at the third step, there shall be available a fourth step of impartial binding arbitration. The aggrieved may submit, in writing, a request for binding arbitration to the superintendent or his designee within thirty (30) days from the receipt of the answer in the third step, to enter into such arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within seven (7) days after said notice is given. If the two parties fail to reach agreement on an arbitrator within seven (7) days, the Public Employment Relations Board will be requested to provide a panel of seven (7) arbitrators. Each of the two parties will alternately strike one name at a time from the panel until only one shall remain. The remaining name shall be the arbitrator.

Expense for the arbitration procedure shall be borne equally by the school district and the aggrieved.

The arbitrator shall not amend, modify, nullify, ignore, or add to the provisions of the agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the school district and the aggrieved, and his decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the agreement.

- Section 4. If the Association or any employee in the bargaining unit files any claim or complaint in any form other than under the Grievance Procedure of this agreement, then the school district shall not be required to process that same claim or set of facts through the Grievance Procedure herein established.
- Section 5. Year-End Grievance: In the event that a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year, the results bring irreparable harm to a party in interest, the time limits set forth herein shall be reduced, so that the grievance procedure may be concluded through Step three prior to the end of the school year.
- Section 6. The form used to process a grievance is found in Appendix A.
- Section 7. The Association has the right to have a representative at all levels of the formal grievance procedures, as does the Administration.

Article 12: WORK DAY

The school day for certified employees shall be the equivalent of commencing at 8:00 am and concluding at 4:00 pm unless that day shall be extended by the provisions of the Supplementary Salary Schedule or by the building principal who shall designate required

faculty meetings and other meetings which may require the attendance of the certified building staff, or by the normal extension of the school day which may occur as the result of a student field trip or any other scheduled student activity.

No employee shall be required to remain in the building after the students have vacated the building at the close of the normal school day on Friday, days preceding a vacation, and any day which shall be shortened because of inclement weather.

Each employee shall have included in their schedule a duty-free lunch period of at least twenty-five (25) uninterrupted minutes, unless an emergency situation arises.

Regular full-time employees shall have a minimum of 200 minutes per normal week for the purpose of preparation.

The foregoing shall not be construed in such a way as to prohibit the employer from directing the work of its public employees.

Article 13: WORK YEAR

The in-school work year (contract year) for employees, other than new personnel who may be required to attend additional days of orientation, shall not exceed 190 days. This contract shall include 180 days of classroom instruction and ten (10) days for Board designated professional meetings and paid holidays.

Personnel covered under the provisions of the Supplementary Salary Schedule may have been assigned additional contract days. The number and length will vary with the position.

The employee contract work year shall include those days designated in the school calendar which shall be approved annually by the Board of Education. The Association shall be provided tentative calendar information and an opportunity to make recommendations concerning the proposed calendar prior to its final adoption by the Board of Directors.

The in-school work year shall include five (5) paid holidays including: Labor Day, Thanksgiving Day, Christmas, New Year's Day, and Memorial Day. To be eligible for any paid holiday previously mentioned, the employee must work the immediate work day before that holiday, and the immediate work day after that holiday, or have an approved absence with pay according to the provisions of this contract and established board policies.

Article 14: TEMPORARY LEAVES

Section 1. Bereavement:

In the case of the death of the wife, husband, or child of an employee; or of the father, mother, brother, sister, grandparent, grandchildren, uncle, or aunt of the employee, or of the employee's spouse, the employee may be granted permission to be absent from duty by the Superintendent or whoever shall be his designated representative, for attendance at the funeral and for any other approved purposes directly arising out of said death, and no salary deduction shall be made for the days of absence so granted. In case of the death of any other relative, the employee shall be granted up to one day of leave. In the case of the death of a friend up to one day may be granted. The Superintendent, or whoever shall be his/her designated representative, shall have the power to extend the above provisions in any specific instance.

Association Leave and Personal Leave request for after May 1 are not at the discretion of the employee and may be routinely denied by the building principal.

Section 2. Association Leave:

The Association membership shall be granted a total of eight (8) days of leave without loss of salary and benefits to attend conferences and conventions or other activities of the local, state and national affiliated organizations. Requests shall come at least five (5) days in advance, except in cases of emergency, from the Association president or his/her designee.

Section 3. Personal Leave:

All regularly employed personnel of the school district will be provided four (4) days of Personal Leave without loss of salary or benefits, to be divided as follows:

1. Emergencies:

All regular salaried employees may be allowed up to three (3) days in any one fiscal year, without loss of salary, for emergency leave such as disaster, court subpoena, or other necessary court appearance, and other circumstances recognized as emergencies by the Superintendent, or whomever shall be his/her designated representative, and chargeable against this personal leave category.

2. Business:

A business leave includes absences not covered in the emergency leave provision, such as legal business; i.e., settling an estate, household moving, initial military departure of a family member, or a son or daughter graduating from college. Not more than two (2) days of business leave may be charged against this personal leave category in any given year.

3. Other:

Each eligible employee will be allowed two (2) days of leave each year at the discretion of the employee. This leave is not to be taken before or after a holiday or vacation day, nor is it to be taken on an in-service or workday. This leave must be used for personal matters which cannot be accomplished during non-school days or hours. The reason for the leave does not need to be given.

Section 4. Good Cause:

The Superintendent may grant a leave of absence with or without pay for good cause.

Section 5. Educational and Professional:

Attendance at professional meetings or visitation at other schools is permitted at full pay, if such absence is approved by the Superintendent or his/her designated representative. If any employee wishes to be absent from duty for a brief period to attend a professional meeting, or to visit schools, a written request for approval of such absence should be signed by the principal and filed with the Superintendent or his/her designated representative at least five (5) days prior to the first day of anticipated absence.

All requests will be acknowledged by a letter either granting or rejecting the request. Copies will be forwarded to the teacher, principal, and supervisor.

Section 6. Jury Duty:

In the absence of extraordinary circumstances, employees of the school system may be excused for jury duty with the permission of the Superintendent or his/her designated representative. No deduction from compensation will be made during the term of jury service provided, however, that all jury fees received by such employee shall be turned over to the school district.

Section 7. Procedure:

All temporary leaves must be applied for on such form as may be provided by the employer, at least five (5) days prior to the date of the absence whenever possible. The original request must be filed with the building principal or his/her designee. Final approval on the principal's decision and on any appeal shall rest with the Superintendent of Schools, whose decision will be rendered within five (5) days of the original request or by 2:00 pm on the day preceding the first leave day if the request had been made five (5) or less days in advance of the first day of the proposed absence.

If an employee expects to return from a temporary leave early, the employee must notify the building principal or his/her designee of his intention by 2:00 pm on the day previous to his/her return. If the employee does not give the required notification of intent to return early, and a substitute subsequently reports for duty the following morning, the substitute will be paid for an additional half day, and the pay shall be deducted from the employee's salary.

Article 15: EXTENDED LEAVES OF ABSENCE WITHOUT PAY

Employees may request extended leaves of absence without pay for a period of time to be terminated at the conclusion of the semester during which the leave commenced or for one additional semester following the conclusion of the semester in which the leave commenced. An employee shall file an application with the Superintendent. The application shall be reviewed by that office and will be submitted to the Board of Directors for their consideration. Extended leaves of absence may be granted for health, professional study, military service, public office, or family responsibilities which may include child nurturing. The employee's service will resume either at the beginning of the fall or spring semester in accordance with the leave of absence agreement.

While on extended leave, the employee's accumulated sick leave and placement on the salary schedule shall be frozen. At the conclusion of the extended leave of absence the salary of the employee shall be the salary stated on the salary schedule for the step and class for which that employee was appointed at the time of the commencement of the leave.

A request for early termination of the leave agreement and a reinstatement of position must be made in writing to the Superintendent at least thirty (30) days prior to the beginning of the new semester. The employer shall reserve the right to delay reinstatement until the beginning of the school semester following the request. Early reinstatement before the beginning of the new semester would be contingent upon an available vacancy.

An employee who is granted a leave of absence for a regular school year must sign and

return their contract for the following school year within 21 days of receiving it. Failure by the employee to do so will be evidence of his/her desire to resign.

Upon return from extended leave, the employee shall resume his/her former position, including all previous rights and responsibilities.

Article 16: SICK LEAVE

1. All regularly employed personnel shall be provided with 15 days of sick leave each year of employment. This sick leave shall provide that all unused leave shall accumulate to a maximum of 140 days.

All employees who are eligible for sick leave benefits will be provided with a printed summary of each year's sick leave activity on an annual basis, prior to September 15th of each year.

The Board reserves the right to request a certificate of absence from a medical doctor, which shall be acceptable only if the doctor specifically recommends that the employee should not have returned to work for a medical reason and for a specific period of time.

2. An employee must report the intention to be absent from duty to the building principal or his designee by 7:00 am on the day of the absence. If possible, notification should be given earlier or on the previous day.

If an employee expects to return from a sick leave absence, the employee must notify the building principal or his designee of his/her intention by 2:00 pm on the day previous to his return. If the employee does not give the required notification of intent to return, and a substitute subsequently reports for duty the following morning, the substitute will be paid for an additional half day, and the pay shall be deducted from the employee's salary.

3. If an employee is unable to begin service under the contract on the date on which the contract is designated to begin, the employee shall nevertheless be entitled to draw compensation for any unused sick leave accumulated from prior years of service with the district, pursuant to its regulations thereto, payable at the time regular installments are due under this contract, notwithstanding the fact that actual service did not commence under this contract for the school year covered therein. If an employee is unable to report for duty on the first day of the new contract, and has no accumulated sick leave on which to draw, compensation for sick leave will not be allowed under the new contract until the employee does report, whereupon it will become retroactive.
4. In any one year, up to five (5) days of the employee's sick leave may be used in the case of illness of employee's immediate family members (spouse, dependent children, parents) or a dependent family member.
5. All accumulated sick leave is forfeited upon the termination of employment.

Article 17: SALARY SCHEDULE

1. The basic salary of regular full time employees covered by this agreement is set forth in the attached salary schedule, which is to be incorporated into this agreement.
2. Each employee shall be placed on his/her proper step of the salary schedule. Any

employee who works more than 95 days in a given contract year shall be given full credit for the next increment step for the following year.

3. The Salary Schedule contained in this agreement shall take effect at the beginning of the 2006-07 contract year. The first payroll affected by this new salary schedule will be on September 20, 2006. Payroll checks will be distributed on the 20th of each month. If the 20th falls on a weekend, pay will be received on the Friday before. If the 20th falls during a vacation, pay will be received on the last school day before that vacation. A first year teacher right out of college may elect to receive half of his/her paycheck after two (2) weeks' work.
4. Requests for reclassification, with acceptable proof of earned college graduate credits, will be accepted by the Superintendent until September 15, 2006, which is to include work completed by September 1, 2006.
5. Where a college course credit is to be used for the purpose of advancement on the salary schedule (or to maintain eligibility for employment), such credits must receive advance approval by the Superintendent of Schools on an approved District form.
6. Credit up to the eighth (8th) step of the salary schedule may be allowed for outside teaching experience provided the experience occurred within the last ten years. In subject areas where the District has difficulty in hiring new employees the District shall have the discretion to give credit on the salary schedule above the employee's years of experience; the District will notify the Association President when this occurs.
7. Career Increment - An employee who is beginning his/her 21st year of service in the District shall receive in addition to his/her regular salary a career increment equal to 6% of the base salary.

Article 18: SUPPLEMENTAL PAY

Personnel covered under the Supplemental Pay Provision may have additional contract days. These will vary with the position. Personnel having extra duties have the following amounts added to their base salary:

Years of Experience	0 - 4	5-9	10+
Category			
A.	.15	.17	.19
Head V Football			
Head V Basketball (B/G)			
Head V Wrestling			
Head V Track (B/G)			
B.			
Head V Baseball	.13	.15	.17
Head V Softball			
Head V Volleyball			

C.	.09	.11	.13
Head V Cross Country			
Head V Soccer (B/G)			

D.	.06	.08	.10
Head V Golf (B/G)			

E.		ALL	
HS Vocal Music		.13	
HS Instrumental Music			

F.		.11	
Asst. V Football (6)			
Asst. V Basketball (B/G) (3)			
Asst. V Wrestling (2)			

G.		.10	
HS Yearbook			
HS Drama			
HS Audio Visual			
Junior Class Sponsor (2)			

H.		.09	
Asst. V Baseball (3)			
Asst. V Softball (3)			
Asst. V Track (B/G) (3)			
Asst. Varsity Volleyball (3)			

I.		.08	
MS (8th) Football			
MS (8th) Basketball (B/G)			
MS (8th) Wrestling			
HS Cheerleading			

J.		.07	
Asst. V Soccer (B/G)			
Asst. V Cross Country			
HS Student Council			
MS Cross Country			
MS (8th) Track (B/G)			
MS (8th) Volleyball			
Asst. MS (8th) Football			
MS (7th) Basketball (B/G)			
MS (7th) Wrestling			
MS (7th) Volleyball			
MS (7th) Track (B/G)			
MS Drama			
MS Cheerleading			

MS Instrumental Music
MS Vocal Music

K. .05
Asst. MS Cross Country
Asst. MS (8th) Football
Asst. MS (8th) Basketball (B/G)
Asst. MS (8th) Track (B/G)
Asst. MS (8th) Volleyball
MS Audio Visual
HS Dance
HS Speech Contest

L. .03
HS Newspaper
MS Yearbook
Asst. HS Speech
MS Student Council
Computer Supervision

M. .02
Youth Symposium
Model UN
National Honor Society
Senior Class Sponsor
K-2 Elementary Curricular Chair
3-5 Elementary Curricular Chair
K-12 Language Arts Curricular Chair
K-12 Math Curricular Chair
K-12 Science Curricular Chair
K-12 Social Studies Curricular Chair
6-12 Vocational Curricular Chair
K-12 Fine Arts Curricular Chair
K-12 Health/PE Curricular Chair
K-12 Guidance/At Risk Curricular Chair
PreK-12 Special Ed. Curricular Chair
K-12 Media Services/Technology Curricular Chair

The district may assign extended contracts to teachers at their individual per diem rate .

Note: If the pay percentage for a given position has been lowered, the person currently in that position will continue to be paid at their current percentage.

Chaperoning Pay:

Those teachers assigned to work at extra curricular events and those chaperoning buses to those events shall be paid \$8.00 per hour.

The Supplemental Pay Index is BA+12 Step 1.

Article 19: INSURANCES

The Board shall provide health, disability, life, and dental insurance programs to all full time employees effective September 1st of each school year. Employees hired during the contract year shall have their insurance programs begin on the first day of the month following their contract date.

During the terms of this contract the present insurance plans, or equivalent plans, shall be maintained by the employer. However, the Board of Education reserves the right to determine policy specifications, provided no individual presently covered is excluded under a new policy, and the Board determines the process of carrier selection. The association will be given an opportunity to discuss proposed changes with the Board prior to the final board decision.

The district shall not be responsible for limitations imposed by the carrier.

Employees shall continue on all insurance plans until the date of their last paycheck.

Representatives of the district and the Association agree to continue to meet in a joint committee to study insurance.

1. The Board shall provide either single or family health insurance for all full time employees and single insurance for part-time employees. The health insurance plan shall be a plan equivalent to the Wellmark Alliance Select Plan with \$500 deductible for single, \$1,500 deductible for family and \$1,000 out of pocket for single, \$3,000 out of pocket for family. A separate prescription card is included with co-payments of \$25/\$35/\$45.

If an employee is on an approved extended leave of absence, the employee may participate in the district's group insurance plan at the employee's expense, if eligible by the carrier. The employees will be responsible for their insurance the first of the month after the month they receive their last check.

2. The Board shall provide a long-term disability insurance for all full time employees.
3. The Board shall provide a life insurance policy for all full time employees of \$20,000 with accidental death and dismemberment.
4. The Board shall provide single dental insurance for all full time employees.

Article 20: JUST CAUSE

No employee shall be disciplined, reprimanded, reduced in rank or compensation without just cause.

Article 21: FILES

Each employee shall have the right to review the contents of his/her personnel file(s), (except for confidential college records). A representative of the Association, at the employee's request, may accompany the employee in this review. The employee shall have the right to respond to all materials contained in his/her personnel file(s).

Such employee responses shall become a part of the personnel file(s). Any complaints directed toward an employee which are placed in his/her personnel file(s) shall be called to the employee's attention.

Article 22: COMPLIANCE AND DURATION

1. Should any article, section, or clause of this agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.
2. Copies of this Agreement shall be printed at the joint and equal expense of the Board and the Association. Sufficient copies shall be printed to provide the Association with copies for all CDEA staff, and every school district administrator and each board member shall be provided with one copy.
3. This Agreement shall be effective September 1, 2006, and shall continue in full force and effect until August 31, 2007. Further, this Agreement shall continue in effect for like periods thereafter unless either party gives the other party written notice not less than thirty (30) days prior to such expiration date or the expiration date of any renewal thereof of its desire to terminate or modify this Agreement.
4. This Agreement constitutes the entire agreement between the parties hereto and any modifications of this Agreement shall be in writing and duly executed by both parties hereto. Such modifications may be made at any time by mutual agreement. In the absence of such agreement, neither party hereto shall have any duty or obligation to bargain with respect to any changes, modifications or additions to the Agreement during its life.

In witness whereof the parties have caused this Agreement to be signed by their respective presidents on the 7th day of June, 2006.


President, Central DeWitt Education Association


President, Board of Directors

Appendix "A"
GRIEVANCE REPORT

Date filed: _____

_____ School District

_____ Building

Distribution of Form

1. Association
2. Employee
3. Appropriate Supervisor
4. Superintendent

Name of Aggrieved Person

STEP II

A. Date Violation Occurred _____

B. Section(s) of Contract or Policy Violated _____

C. Statement of Grievance _____

D. Relief Sought _____

Signature

Date

E. Disposition by Principal or Immediate Supervisor _____

Signature of Principal or Immediate Supervisor Date

STEP III

- A. _____
Signature of Aggrieved Person _____ Date Received by Superintendent _____
- B. Disposition by Superintendent or Designee _____

- _____
Signature of Superintendent or Designee Date _____

STEP IV

- A. _____
Signature of Aggrieved Person _____ Signature of Association President _____
- B. _____
Date Submitted to Arbitration _____ Date Received by Arbitrator _____
- C. Disposition and Award of Arbitrator _____

Signature of Arbitrator _____ Date of Decision _____

CENTRAL COMMUNITY SCHOOLS

2006-07
\$23,950 BASE

	BA COLUMN		BA12 COLUMN		BA24 COLUMN		MA COLUMN		MA12 COLUMN		MA24 COLUMN		EdSpec/ Phd. Ind.	
STEP	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY
1	1.00	\$ 23,950.00	1.05	\$ 25,147.50	1.10	\$ 26,345.00	1.15	\$ 27,542.50	1.20	\$ 28,740.00	1.25	\$ 29,937.50	1.3	\$ 31,135.00
2	1.04	\$ 24,908.00	1.09	\$ 26,105.50	1.14	\$ 27,303.00	1.19	\$ 28,500.50	1.24	\$ 29,698.00	1.29	\$ 30,895.50	1.34	\$ 32,093.00
3	1.09	\$ 26,105.50	1.13	\$ 27,063.50	1.18	\$ 28,261.00	1.23	\$ 29,458.50	1.28	\$ 30,656.00	1.33	\$ 31,853.50	1.38	\$ 33,051.00
4	1.14	\$ 27,303.00	1.18	\$ 28,261.00	1.22	\$ 29,219.00	1.27	\$ 30,416.50	1.32	\$ 31,614.00	1.37	\$ 32,811.50	1.42	\$ 34,009.00
5	1.19	\$ 28,500.50	1.23	\$ 29,458.50	1.27	\$ 30,416.50	1.31	\$ 31,374.50	1.36	\$ 32,572.00	1.41	\$ 33,769.50	1.46	\$ 34,967.00
6	1.24	\$ 29,698.00	1.28	\$ 30,656.00	1.32	\$ 31,614.00	1.36	\$ 32,572.00	1.40	\$ 33,530.00	1.45	\$ 34,727.50	1.5	\$ 35,925.00
7	1.29	\$ 30,895.50	1.33	\$ 31,853.50	1.37	\$ 32,811.50	1.41	\$ 33,769.50	1.45	\$ 34,727.50	1.49	\$ 35,685.50	1.54	\$ 36,883.00
8	1.34	\$ 32,093.00	1.38	\$ 33,051.00	1.42	\$ 34,009.00	1.46	\$ 34,967.00	1.50	\$ 35,925.00	1.54	\$ 36,883.00	1.59	\$ 38,080.50
9	1.39	\$ 33,290.50	1.43	\$ 34,248.50	1.47	\$ 35,206.50	1.51	\$ 36,164.50	1.55	\$ 37,122.50	1.59	\$ 38,080.50	1.64	\$ 39,278.00
10	1.44	\$ 34,488.00	1.48	\$ 35,446.00	1.52	\$ 36,404.00	1.56	\$ 37,362.00	1.60	\$ 38,320.00	1.64	\$ 39,278.00	1.69	\$ 40,475.50
11	1.49	\$ 35,685.50	1.53	\$ 36,643.50	1.57	\$ 37,601.50	1.61	\$ 38,559.50	1.65	\$ 39,517.50	1.69	\$ 40,475.50	1.74	\$ 41,673.00
12	1.49	\$ 35,685.50	1.58	\$ 37,841.00	1.62	\$ 38,799.00	1.66	\$ 39,757.00	1.70	\$ 40,715.00	1.74	\$ 41,673.00	1.79	\$ 42,870.50
13	1.49	\$ 35,685.50	1.58	\$ 37,841.00	1.67	\$ 39,996.50	1.71	\$ 40,954.50	1.75	\$ 41,912.50	1.79	\$ 42,870.50	1.84	\$ 44,068.00
14	1.49	\$ 35,685.50	1.58	\$ 37,841.00	1.67	\$ 39,996.50	1.76	\$ 42,152.00	1.80	\$ 43,110.00	1.84	\$ 44,068.00	1.89	\$ 45,265.50
15	1.49	\$ 35,685.50	1.58	\$ 37,841.00	1.67	\$ 39,996.50	1.76	\$ 42,152.00	1.85	\$ 44,307.50	1.89	\$ 45,265.50	1.94	\$ 46,463.00
16	1.49	\$ 35,685.50	1.58	\$ 37,841.00	1.67	\$ 39,996.50	1.76	\$ 42,152.00	1.85	\$ 44,307.50	1.94	\$ 46,463.00	1.99	\$ 47,660.50
17	1.49	\$ 35,685.50	1.58	\$ 37,841.00	1.67	\$ 39,996.50	1.76	\$ 42,152.00	1.85	\$ 44,307.50	1.94	\$ 46,463.00	1.99	\$ 47,660.50
18	1.49	\$ 35,685.50	1.58	\$ 37,841.00	1.67	\$ 39,996.50	1.76	\$ 42,152.00	1.85	\$ 44,307.50	1.94	\$ 46,463.00	1.99	\$ 47,660.50
19	1.49	\$ 35,685.50	1.58	\$ 37,841.00	1.67	\$ 39,996.50	1.76	\$ 42,152.00	1.85	\$ 44,307.50	1.94	\$ 46,463.00	1.99	\$ 47,660.50
20	1.49	\$ 35,685.50	1.58	\$ 37,841.00	1.67	\$ 39,996.50	1.76	\$ 42,152.00	1.85	\$ 44,307.50	1.94	\$ 46,463.00	1.99	\$ 47,660.50
21	1.55	\$ 37,122.50	1.64	\$ 39,278.00	1.73	\$ 41,433.50	1.82	\$ 43,589.00	1.91	\$ 45,744.50	2	\$ 47,900.00	2.05	\$ 49,097.50